

9 Following Up

Get ready!

1 Before you read the passage, talk about these questions.

- 1 Why is it important to check on the status of a project?
- 2 What are some common things that employees need to follow up on?

To: Danielle Anderson
From: Wesley Rodgers
Re: Last Week's Meeting

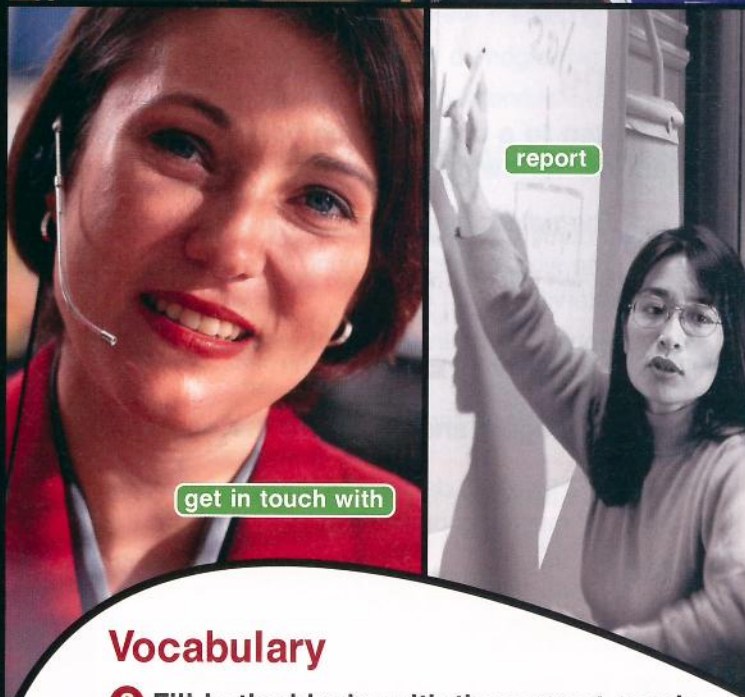
Hi Danielle,

I'm so sorry I missed last week's meeting. I'm fully recovered now and ready to get back to work. There are several things I wanted to **check on**. First, what is our **progress** on getting a location rented? I know you said **previously** that we might rent the Columbus Hall. Did you **get in touch** with reservations to get a rental **estimate**? If not, I can **follow up on** that.

Also, I'd love an **update** on our non-profit **status**. The accountant said she would **report** on that last week. I hope I will **hear back from** you about our status before Tuesday. That will help me get the tax forms turned in promptly.

I know all of this was covered in the meeting. I greatly regret not being there. I appreciate you being willing to help me get caught up.

Thanks,
Wesley



Vocabulary

3 Fill in the blanks with the correct words from the word bank.

Word BANK

progress report status
update previously estimate

Reading

2 Read the memo. Then, mark the following statements as true (T) or false (F).

- 1 ___ The man hopes to hear about progress on Tuesday.
- 2 ___ The man offers to follow up on the rental estimate.
- 3 ___ An accountant reported on the company's status at the meeting.

- 1 What is the _____ of that account?
- 2 I need a(n) _____ on changes to the contract.
- 3 She _____ worked as a financial planner.
- 4 We need to make _____ on this quickly.
- 5 Please _____ the results to the committee.
- 6 Can you provide a(n) _____ of the costs?

10 Changing Plans

~~PLAN A~~
PLAN B



To: employees@prestocatering.org
From: Barry.Harris@prestocatering.org
Re: **change** of plans for Tuesday's dinner

Dear caterers,

I have just received word from Ms. Nickson. She needs to **reschedule** her wedding rehearsal dinner. There has been an **unexpected** family emergency. We are going to **move up** the dinner to Monday, **rather than** Tuesday.

There are a few things we'll have to change. Seafood shipments don't come in until Tuesdays. So Chef Loris will need to **go with Plan B** for the menu. This will mean a vegetarian menu **instead** of fish.

Ms. Jones will also need to **push back** the kitchen meeting she had planned for Monday. It is too important to **cancel**.

All of the servers will have to come in **sooner** to pick up their new aprons. You must have your new uniform checked out by this Friday.

Lastly, Julie, our newest server, will have to **hold off on** training until next week.

If there is a problem with these changes, please call your manager. Ms. Nickson is a valued client. Thanks for being flexible.

Good luck,
Barry

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common reasons that plans are changed?
- 2 Why is it important to be flexible about one's plans?

Reading

2 Read the email. Then, choose the correct answers.

- 1 What is the main purpose of the email?
 - A to announce new items in the seafood shipment
 - B to describe changes made in response to complaints
 - C to explain adjustments that need to be made
 - D to thank the employees for being flexible
- 2 Why is Ms. Jones's meeting rescheduled?
 - A because she had an unexpected family emergency
 - B because a client's dinner was rescheduled
 - C because seafood comes in on Tuesdays
 - D because Julie can't come on Monday
- 3 Which is NOT a change that needs to be made?
 - A The chef needs to order fish instead of meat.
 - B The servers need to pick up their uniforms earlier.
 - C A new employee must delay training.
 - D The kitchen meeting needs to be canceled.



Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|-------------|----------------|
| 1 — go with | 5 — push back |
| 2 — cancel | 6 — instead |
| 3 — Plan B | 7 — change |
| 4 — move up | 8 — unexpected |

- A to choose an option
- B in the place of
- C to call off
- D to alter or modify
- E surprising
- F to do later
- G to do earlier
- H an alternative